

**Pleasant Hill Housing Element**  
**Appendix D-1: Typical Residential Development Review**

<b>Action</b>	<b>Procedure</b>	<b>Time Period</b>	<b>Comments</b>
1. Application Filed	Architectural Review, Development Plan, Use Permit and Subdivision.	Start of Process	The Use Permit is required only for reduced parking.
2. Route Applications for Review	Distribute the Plans to other Agencies and Departments.	15 working days (three weeks).	
3. CEQA Determination	Staff Review for consistency with the CEQA Guidelines.	During the 20 day Routing period.	Most projects are exempt because they are infill projects of less than 5 acres.
4. Architectural Review Commission	The Commission will review the project prior to the Planning Commission.	35 days (five weeks).	This review will proceed prior to the completion of CEQA.
5. Planing Commission Review	Following the required CEQA review, the Planning Commission holds a hearing on the Development Plan, Subdivision and Use Permit (if requested).	21 days (three weeks). Includes legal noticing of 10 days.	The Architectural Review comments must be presented to the Commission.
6. Appeal	Appeal to the City Council.	The Zoning Ordinance requires the City Council to hear the appeal within 30 days.	
7. Final Map	Action by the City Council on the final Map.	30 days after the applicant submits the final map to staff.	

The Review process takes between 10 and 14 weeks. The process can have some concurrency and CEQA is reduced to the minimum required by state law to achieve these time periods.

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**Appendix D-2: City Residential Approval Procedures**

Generalized Requirements for Single-family and Multifamily

Type of Permit	Applies to:	Public Hearing Required?	Comments
Architectural Review.	All single-family and Multifamily	No	Discretionary. ARC can modify, approve or deny, subject to appeal to City Council.
Subdivision, Minor (4 or fewer parcels).	Single-family and Multifamily	Yes	Heard by the Zoning Administrator, is Discretionary, and is subject to appeal to the Planning Commission.
Subdivision, Major (5 or more parcels, including condos, townhouses, attached units, and single-family detached).	Single-family and Multifamily	Yes	Heard by the Planning Commission, is Discretionary, and is subject to appeal to the City Council.
Use Permit – Multifamily zoned property. (Required <b>only</b> when reducing parking below standards established in Section 35-17.4, PHMC.)	Multifamily	Yes	Heard by the Planning Commission, is Discretionary, and is subject to appeal to the City Council.
Use Permit – Single-family zoned property.	Single-family	Yes	Heard by the Zoning Administrator, is Discretionary, and is subject to appeal to the Planning Commission.
Variances – Multifamily zoned property.	Multifamily	Yes	Heard by the Planning Commission is Discretionary, and is subject to appeal to the City Council.
Variances – Single-family zoned property.	Single-family	Yes	Heard by the Zoning Administrator, is Discretionary, and is subject to appeal to the Planning Commission.
Development Plans – Planned Unit Developments.	Single-family and Multifamily	Yes	Planned Unit Developments require that Development Plans be approved <i>at the time of rezoning</i> . <b>NOTE:</b> Neither Single-family nor Multifamily zoned properties require Development Plans.
Lot Line Adjustment.	Single-family and Multifamily	No	Ministerial.